



No. 924339

FUNCTION SPECIFICATION SHEET FOR ROTC (LOCATION)

Customer Mancy Burns (Capt. Manning) Day of Function Wednesday Function Date: 9/10/03
 Address _____ Set up Time: 11:30 A.M. P.M.
 Telephone fax: 2822 Ex. 2957 Serving Time: 12:00 A.M. P.M.
 Invoice To _____ Clearing Time: 1 A.M. P.M.
 Purchase Order # _____ No. of Guests 40
 Coordinator _____ Set Up Location: FFR 4th
 Type of Function luncheon Set Up: Head Table for No. _____
 Other: _____ Tables of _____

		MENU			
No. of Guaranteed Guests	Deposit	No.	Item	Unit Cost	Total Cost
	\$				
Price Per Person:					
Meal	\$	(80)	Assl finger food	6.25	250.00
Tax	\$		Pasta Salad		
Gratuity	\$		Hams cheese		
Total	\$		Turkey		
			tuna salad		
			pickles/lettuce		
Total Cost of Function:					
Food	\$	25	asst soda	.75	18.75
Labor	\$	15	asst juice	.85	12.75
Laundry	\$		Assl finger Pastries		
Flowers	\$		Coffee		
Rental	\$		Decaf-Coffee		
Misc.	\$	5	85x85's		
Paper Goods	\$		Red Plastic		
Sub-Total	\$				
Less Deposit	\$				
Total	\$				
				TOTAL FOOD AND EXPENSE	
				TAX	
TERMS:				TOTAL DUE	<u>281.50</u>